



STUDENT IDENTITIES

CHANGING STUDENT IDENTITIES

School Users must record the student's **legal Last Name, First Name and Middle Name** in the AIM system.

Using the **Identities** tab to record a name change allows any user to search for the student by either the previous or the current legal name.

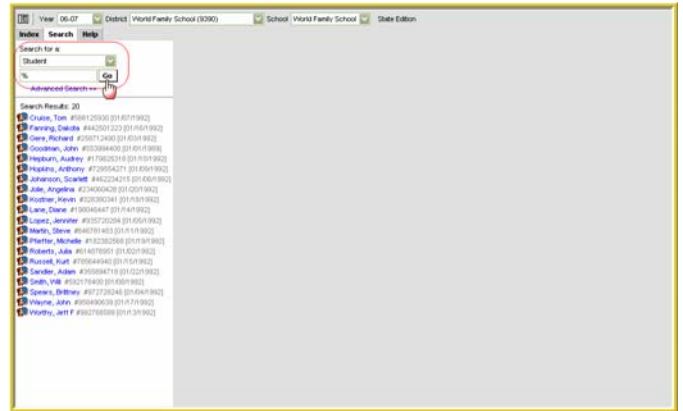
From the **Index**, expand the **Census** outline by clicking on the plus (+) sign.

Click on **People**.

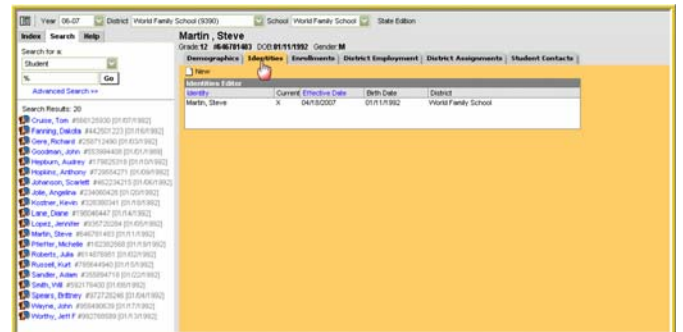
Select **Student** from the **Search for a:** box and type in the name of the student (for a specific search) or type a percentage (%) symbol for a complete list of students.

Click on the student name.

(See QRG: [AIM Search Options](#))



Select the **Identities** tab.





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CHANGING STUDENT IDENTITIES (CON'T)

Click **New**.

Enter the student's new *Last Name, First Name, Middle Name, Suffix, Gender, Birth Date*, and *Race Ethnicity*. *Nickname* and *Comments* may also be added.

The fields in **red** and marked with an asterisk (*) are required fields.

Click **Save**.

The student will now have two recorded identities.

The identity marked with an X is the current (active) identity, and all reports will display in that identity.



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SEARCHING FOR A STUDENT

A student with a name change recorded in the **Identities** tab can be found by searching on either the student's former or current name.

STUDENT LOCATOR

Select a **School** from the **Campus Toolbar**.

From the **Index**, expand the **Student Information** outline by clicking on the plus (+) sign.

Select the **Student Locator** Wizard.

Type in the **Last Name**, **First Name** and **Gender** of the student and click **Search**.

The student's current identity will appear, even if the student's previous name is entered.

STUDENT SEARCH

From the **Index**, expand the **Student Information** (or **Census**) outline by clicking on the plus (+) sign.

Click on **General** (or **People**).

Type either the current **Last Name** or the former **Last Name** of the student.